

## MEETING NOTICE

**TO:** Budget, Finance & Investment Committee

**FROM:** Joyce Ealy, Chairman

**TIME:** Thursday, June 4, 2009 – 5:30 P.M.

**PLACE:** Courthouse, Room 205

### AGENDA

1. Approve Minutes
2. Investment Report
3. Fund Condition Report
4. Insurance Report
  - A. Financials
  - B. Tobacco Cessation for Spouses
  - C. Property & Casualty Renewal Effective 7/1/2009
  - D. Life Insurance Renewal Effective 1/1/2010
  - E. Retiree Medical Insurance Renewal Rates Effective 1/1/2010
5. General Fund Budget Amendments:
  - A. Revenue Adjustments
  - B. General Sessions Court
  - C. Sheriff's Department
  - D. Emergency Management
  - E. Juvenile Detention
  - F. Correctional Work Center
  - G. Health Department
  - H. Other Public Health & Welfare
  - I. Garage
  - J. Employee Benefits
  - K. Miscellaneous (2)
6. Approve Grant Contract with the State of Tennessee, Department of Finance & Administration for the Drug Treatment Fund Grant for Drug Court
7. Approve Family Court Grant Application for Drug Court
8. Solid Waste/Sanitation Fund Budget Amendments
  - A. Revenue Adjustments
  - B. Convenience Centers
  - C. Recycling
  - D. Landfill
9. Amend Petty Cash Accounts for Centralized School Cafeteria Fund
10. General Purpose School Fund Budget Amendments
11. School Building Program Budget Amendment
12. Central Cafeteria Fund Budget Amendment
13. Drug Control Fund
  - A. Revenue Adjustments
14. Development Tax Fund Budget Amendments
  - A. Revenue Adjustments
15. Highway Fund Budget Amendments
  - A. Revenue Adjustments
16. Debt Service Fund Budget Amendments
  - A. Revenue Adjustments
  - B. Underwriter's Discount & Other Debt Issuance Costs
17. Other Business

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**To also include items that may be forwarded by Public Works  
Committee or any other committee after agenda is mailed.**

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cc: Commissioners  
Ernest Burgess  
Jim Cope  
Teb Batey  
News Media

In Accordance with ADA (AMERICANS WITH DISABILITIES ACT), any disabled persons requiring accommodations for participation in the meeting should contact the Finance Department (898-7795) at least two working days prior to the meeting in order that appropriate accommodations can be made.

## EXPLANATION OF AGENDA ITEMS

1. The minutes of the May 18, May 19, May 21, May 27, 2009 meetings will be presented for approval.
2. Mr. Teb Batey, Trustee, will present the monthly Investment Report.
3. The Finance Director will present the Fund Condition Report for the month ending May 31, 2009.
4. The Insurance Director will present the following items:
  - A. Financial Report
  - B. The Insurance Committee will be recommending that eligibility for the Tobacco Cessation Program be opened up to spouses of active Rutherford County employees beginning with the September 2009 session. The program will be the same as the employee program, and the \$150 charge will be payroll deducted from the active employee's pay.
  - C. The Insurance Committee will be recommending approval of the Property and Casualty Insurance Renewal effective July 1, 2009 through CCMSI. The property carrier being recommended is Allianz with the expiring quote being \$305,315 and the new premium being \$367,590. Great American will be the carrier for the Crime Insurance with the same premium of \$9,113. ACE USA will be the carrier for the Casualty Insurance with the premium increasing from \$652,605 to \$659,920.
  - D. The Insurance Committee will be recommending renewing the County's Life Insurance with Hartford for another year.
  - E. The Insurance Committee will be recommending health insurance premium increases for retirees with the pre-65 rates increasing 10%, and the Post-65 rates increasing by 7.5%.

5. **General Fund Budget Amendments:**

- A. The Finance Director will request approval of a budget amendment to adjust the revenue accounts in the General Fund to the approximate amount received.
- B. The General Sessions Court Administrative Supervisor will be requesting approval of the following budget transfer to provide sufficient funding for the Office Supplies Account to complete the Fiscal Year:

From:	101-53300-719 – Office Equipment -	\$637
To:	101-53300-435 – Office Supplies -	\$637

- C. The Sheriff's Department will be requesting approval of the following budget amendments within their budget to cover estimated Communication Expenses for the remainder of the Fiscal Year; to cover estimated overtime expenses; to cover estimated part time expenses, to cover estimated Drug Control Fund expenses; to appropriate insurance recovery in the Drug Control Fund to replace a totaled vehicle damaged from the tornado; and to cover the related benefits regarding the overtime amendment:

From:	101-54110-140 – Salary Supplement -	\$2,800
	101-54110-312 – Contracts w/Private Agencies -	2,200

To:	101-54110-307 – Communications -	\$5,000
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From:	101-54110-187 – Sheriff's Dept./Overtime Pay -	\$20,000
To:	101-54210-187 – Jail/Overtime Pay -	\$20,000

From:	101-54210-189 – Jail/Other Salaries/Wages -	\$ 2,000
To:	101-54210-169 – Jail/Part Time Personnel -	\$ 2,000

From:	122-54160-196 – Drug Control/In-Service -	\$ 500
To:	122-54160-599 – Other Charges -	\$ 500

Increase Revenue:	122-49700 – Insurance Recovery -	\$28,438
Increase Expend.:	122-54150-718 – Motor Vehicles -	\$28,438

Explanation of Agenda Items (cont'd)

From: 101-54110-201 – Sheriff's Dept./Social Security - \$ 1,240  
101-54110-204 – Sheriff's Dept./State Retirement - 2,560  
101-54110-212 – Sheriff's Dept./Employer Medicare - 300

To: 101-54210-201 – Jail/Social Security - \$ 1,240  
101-54210-204 – Jail/State Retirement - 2,560  
101-54210-212 – Jail/Employer Medicare - 300

- D. The Emergency Management Director will be requesting approval of the following budget amendment to provide sufficient funding for the Gasoline Account for the remainder of the Fiscal Year utilizing the Gasoline pool account that is available in the Miscellaneous Category for gasoline amendments:

From: 101-58900-425 – Miscellaneous/Gasoline - \$2,500  
To: 101-54430-425 – EMA/Gasoline - \$2,500

- E. The Juvenile Detention Center Director will be requesting approval of the following budget transfer to provide sufficient funding for the Other Supplies/Materials Account and the Overtime Pay and related benefits to complete the Fiscal Year:

From: 101-54240-340 – Medical/Dental Services - \$6,700  
To: 101-54240-499 – Other Supplies/Materials - \$5,200  
101-54240-187 – Overtime Pay - 1,245  
101-54240-201 – Social Security - 77  
101-54240-204 – State Retirement - 160  
101-54240-212 – Employer Medicare - 18

- F. The Correctional Work Center Superintendent will be requesting approval of the following budget transfers to provide adequate funding for the Other Contracted Services Account for estimated costs to ABL for laundry service and meal preparation, and to Southern Health Partners, and to also provide additional funding to cover a slight estimated shortfall in the Communications Account.

Funding is available in the Guards Account, because the budget included funding for five detention officers for one-fourth of the year, and the positions will not be filled:

From: 101-54420-340 – Medical/Dental Services - \$1,000  
101-54220-413 – Drugs/Medical Supplies - 5,000  
101-54220-160 – Guards - 17,300  
To: 101-54220-399 – Other Contracted Services - \$23,000  
101-54220-307 – Communications - 300

- G. The Health Department Director will be requesting approval of the following budget transfer to provide sufficient funding for the Travel Account for the remainder of the Fiscal Year:

From: 101-55190-506 – Liability Insurance - \$2,550  
To: 101-55190-355 – Travel - \$2,550

- H. The County Mayor will be requesting approval of the following budget amendment to provide adequate funding to pay for autopsies for the remainder of the Fiscal Year:

From: 101-39000 – Undesignated Fund Balance - \$10,000  
To: 101-55900-399 – Other Contracted Services - \$10,000

## Explanation of Agenda Items (cont'd)

- I. The County Mayor will be requesting approval of the following budget amendments for the County Garage to provide adequate funding for the Gasoline Account to complete the Fiscal Year, and to provide additional funding for the Utilities Account:

From: 101-58900-425 – Miscellaneous/Gasoline -	\$10,000
To: 101-58400-425 – Garage/Gasoline -	\$10,000
From: 101-58400-418 – Equipment/Machinery Parts -	\$ 1,000
101-58400-499 – Other Supplies/Materials -	1,500
To: 101-58400-452 – Utilities -	\$ 2,500

- J. The Finance Director will be requesting approval of the following budget amendment to provide sufficient funding for the retiree's matching costs on insurance premiums. The increase went into effect May 1.

From: 101-39000 – Undesignated Fund Balance -	\$ 3,500
To: 101-58600-299 – Other Fringe Benefits -	\$ 3,500

- K.. The Finance Director will be requesting approval of the following budget amendment to provide adequate funding to complete the Fiscal Year to pay the City of Murfreesboro for maintenance on the garage and civic plaza and for maintaining the landscaping:

From: 101-39000 – Undesignated Fund Balance -	\$10,000
To: 101-58900-335 – Maint./Repair Buildings -	\$10,000

The Finance Director will be requesting approval of the following budget amendment to provide a transfer to the Self-Insurance Fund to pay liability claims for the county:

From: 101-39000 – Undesignated Fund Balance -	\$500,000
To: 101-58900-505 – Judgments -	\$500,000

6. The Drug Court Coordinator will be requesting approval of a Grant Contract with the State of Tennessee, Department of Finance and Administration for the Drug Treatment Grant in the amount of \$50,000 and requires no matching funds.
7. The Drug Court Coordinator will be requesting approval to apply for a \$500,000 Family Court Grant which requires an in-kind match of \$283,000 over three years. The building can be part of the match and the building has been valued at \$225,000.
8. **Solid Waste/Sanitation Fund Budget Amendment:**

The Solid Waste Director will be requesting approval of several budget amendments to provide funding to complete the Fiscal Year for the Utilities Account, the Recycling Other Contracted Services Account, to provide additional funding for the Recycling Solid Waste Equipment Account, and the Landfill Communications Account:

From: 116-55732-355 – Maint./Repair Buildings -	\$ 1,500
To: 116-55732-452 – Utilities -	\$ 1,500
From: 116-55732-425 – Gasoline -	\$ 2,000
To: 116-55732-412 – Diesel Fuel -	\$ 2,000
From: 116-55739-302 – Advertising -	\$ 2,500
116-55739-499 – Other Supplies/Materials -	3,400
116-55732-717 – Convenience Ctr./ Maintenance Equip.-	3,250

## Explanation of Agenda Items (cont'd)

116-55732-709 – Convenience Ctr./Data Processing Equip.-	1,000
116-55732-411 – Convenience Ctr./Data Processing Supp. -	200
116-55732-399 – Convenience Ctr./Other Contracted Serv.-	5,200
116-55732-355 – Convenience Ctr./Travel -	600
116-55732-402 – Convenience Ctr./Asphalt -	10,000

To: 116-55739-312 – Recycling/Contracts w/Private Agencies - 26,150

Increase Revenue: 116-46170 – Solid Waste Grants - \$ 20,000  
From: 116-55732-733 – Convenience Ctr./Solid Waste Equip. - \$ 20,000

To: 116-55739-733 – Recycling/Solid Waste Equip. - \$ 40,000

From: 116-55754-348 – Postal Charges - \$ 150  
To: 116-55754-307 – Communications - \$ 150

9. The Director of Schools will be requesting to increase the Petty Cash Accounts for the Central Cafeteria Fund by \$155 for a total of \$10,350 for the 2009-2010 school year to include the new Brown's Chapel Elementary School Cafeteria, to increase Blackman High School by \$125 due to an increase of serving lines, and a net change in several other schools.

**10. General Purpose School Fund Budget Amendments:**

The Director of Schools will be requesting approval of budget amendments to cleanup the Safe Schools Grant from the State. This is a multi-year reimbursement grant. The request will be to amend \$40,332 in State Safe Schools revenue and the related expenditures.

The Director of Schools will be requesting approval of an amendment to cleanup the State Career Ladder and Extended Contract expenditures and to reduce the State revenues for these expenditures. The Career Ladder revenue and expenditures have been slowly dropping because of retirements. The request will be to increase Career Ladder revenue by \$41,082, reduce Extended Contract revenue by \$47,135, and reduce Career Ladder and Extended Contract expenditures by \$6,053.

The Director of Schools will be requesting approval of an amendment for \$642,500 in retirement incentives and \$49,151 for the related benefits on the incentives. The amendment uses \$691,651 from the General Purpose School Fund Balance.

The Director of Schools will be requesting approval of an amendment to amend \$37,950 in Other State Education Funds to fund \$33,269 in additional pay for Adult Education teachers and \$4,681 for the related benefits.

11. The Director of Schools will be requesting approval to amend \$407,910 to the Central Middle Renovation Building Improvements using \$229,046 from the LaVergne Primary Renovation Project; \$28,862 from the Holloway High HVAC Project; \$2 from the Riverdale High addition; and \$150,000 from the Rockvale Middle Equipment.

The Director will also be requesting \$222,229 in Site Development for the future Rockvale High School to be funded with \$43,014 remaining from the Holloway HVAC Project and \$179,215 from the Rockvale City/County Sewer project.

12. The Director of Schools will be requesting a cleanup amendment for the 2008-09 cafeteria fund budget. The net effect of the amendment is to increase the budgeted fund balance by \$245,614. The request will be to amend the Central Cafeteria Fund by a net reduction in revenues of \$786,386 and to decrease the expenditures by \$1,032,000.

**13. Drug Control Fund Budget Amendments:**

- A. The Finance Director will be requesting to adjust the revenue accounts in the Drug Control Fund to the approximate actual received.

Explanation of Agenda Items (cont'd)

**14. Development Tax Fund Budget Amendments:**

- A. The Finance Director will be requesting to adjust the revenue accounts in the Development Tax Fund to the approximate actual received.

**15. Highway Fund Budget Amendments:**

- A. The Finance Director will be requesting approval to adjust the revenue accounts in the Highway Fund to the approximate actual received.

**16. General Debt Service Fund Budget Amendments:**

- A. The Finance Director will be requesting approval to adjust the revenue accounts in the General Debt Service Fund to the approximate actual received.
- B. Approval of the following budget amendment will be requested to recognize the portion of the 2009 Bond and Note Proceeds to be used for the Underwriter's Discount and Other Debt Issuance Charges:

Increase Revenue:	151-49100 – Bond Proceeds -	\$325,508
	151-49200 – Note Proceeds -	81,500
Increase Expend.:	151-82310-605 – General Gov't	
	Underwriter's Discount -	\$ 10,047
	151-82330-605 – Education	
	Underwriter's Discount -	201,462
	151-82310-606 – General Gov't.	
	Other Debt Issuance Charges -	9,287
	151-82330-606 – Education	
	Other Debt Issuance -	186,214

**17. Other business**